

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**CONTRACT NO.:** DCEB-2016-C-2013

**CAPTION:** Program Review- Great Streets: Retail Small Business Reimbursement Grant Program

**PROPOSED CONTRACTOR:** Coalition for Nonprofit Housing & Economic Development

**PROGRAM AGENCY:** Office of the Deputy Mayor for Planning and Economic Development (DMPED)

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304, and 1700 and 1701

**2. MINIMUM NEED:**

The Government of the District of Columbia, Office of the Deputy Mayor for Planning and Economic Development (DMPED) has a need to conduct a program review of the Retail Small Business Reimbursement Grant Program. This process is intended to inform and help guide DMPED in reviewing the program's scope, operations, results, and impact. The period of performance is date of award through September 30, 2016, with one (1) one-year option.

**3. ESTIMATED REASONABLE PRICE:**

The estimated fair and reasonable price of the base year is \$45,000.00

**4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

- A. The Coalition for Nonprofit Housing & Economic Development (CNHED) is a 501 (c) 3 member association that supports the nonprofit housing and economic development industry in Washington D.C. CNHED has an unsurpassed depth of experience about the community development field in the District of Columbia. Now in its 16<sup>th</sup> year, CNHED is *the* association of community development organizations in DC and has 140 members. CNHED's members are the practitioners and experts in the field.
- B. CNHED has an understanding of the complex issues associated with increasing capital in low- to moderate-income neighborhoods to support viable small businesses and economic development projects. CNHED's Access to Capital Working Group promotes collaboration among local community development lenders.
- C. CNHED has intimate and deep knowledge about the challenges and opportunities for small business in the District. In partnership with the Department of Small and Local Business Development, CNHED has coordinated the Small Business Policy Project (SBPP) for the past three years and is working to implement and facilitate implementation of the 64 recommendations

to improve the environment for small businesses in the District. A recent example is [DCSmallBizLoans](#), a new lending platform that expands access to capital for local small businesses that are underserved by traditional financial institutions.

- D. CNHED is deeply familiar with the economies of the neighborhoods and businesses to be examined. CNHED facilitates the Emerging Commercial Corridors Working Group and promotes forward-thinking practices and models that encourage the development and sustainability of the District's emerging and transitioning commercial corridors.
- E. CNHED coordinates a network of Small Business Technical Assistance providers, many of whom interface directly with commercial corridors in the Great Streets program. A recent highlight is the creation of a new website [DCSmallBizHelp.cnhed.org](#) where small businesses can easily search for the help they need from 15 provider organizations.
- F. CNHED has a trusted relationship with myriad District agencies and a solid history of partnership with DC government (notably the Small Business Policy Project) and multitudes of nonprofits and for-profit entities.
- G. CNHED is part of a national network of nonprofit organizations and as such, can quickly make comparisons with other, similar programs nationwide.
- H. For the above mentioned reasons, a sole source award to CNHED is the most efficient and cost effective method of procurement which allows DMPED to make use of CNHED's unique position and resources.

## **5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brian T. Kenner, Deputy Mayor

## **6. CERTIFICATION BY CONTRACT SPECIALIST**

I hereby certify that the above findings are true and correct to the best of my knowledge. Further, I certify that the notice on intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lindel Reid, CPPB  
Senior Contract Specialist

## **DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

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Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST  
Director, Contracts, Procurement and Grants